

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, November 13, 2017

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

ORDER OF BUSINESS:

1. *Call to Order & Roll Call.* The meeting was called to order at 4:20 p.m. by Chair Alan Kasehagen. Present: Commissioners Gabe Dominocielo and Donna Lewis. Staff members Susie Gonzalez, Kristy Schmidt and Graciela Reynoso were present.
2. *Public Comment.* No public comment.
3. *Approval of the Minutes from the Meeting of July 10, 2017.* A motion to approve the July 10, 2017 minutes was made and seconded (Lewis/Dominocielo) and approved by voice vote.
4. *Communication Tools for Commissioners.* Information Technology Supervisor, Cazi Brasga discussed with Commissioners the possibility of a Civil Service Commission Sharepoint site in order to share documents that need to be reviewed or edited. Commissioners expressed security concern with using a Sharepoint site versus using something like Google Docs. Staff discussed the City's integration with Microsoft products and how a Sharepoint site with Microsoft would be secure and fit well into our existing environment. The Sharepoint site could be available in the first quarter of 2018. Commissioners expressed the timelessness of creating a solution prior to the next appeal. There will be more information to follow on this topic.
5. *Civil Service Commission vacancy.* Staff reported that we had not received any applications for the recruitment. There was outreach by word of mouth and advertising with the Santa Barbara Human Resources Association. Commissioners recommended future advertisement in the Independent for additional outreach. Commissioners also requested to keep this item on the agenda for future meetings.
6. *Regular meeting dates in 2018.* January 8, March 12, May 14, July 9, September 10, and November 12. A motion (Lewis) to approve the dates as submitted was made and seconded (Lewis/Dominocielo) and approved by voice vote.
7. *Topics for the Next Meeting, which is scheduled for Monday, January 8, 2018.* Continue discussion on Communication Tools for Commissioners. Keep item #5 on the agenda. Document Requests for Public Records.
8. *Adjournment of Meeting.* A motion was made (Lewis) to adjourn the meeting. The meeting adjourned at 4:40 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Susie Gonzalez at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.